

68-8651

001340

19

27 MAY 1968

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Retirement Extensions

1. This memorandum submits a recommendation for your approval; such recommendation is contained in paragraph 4.
2. Under present procedures, requests for extensions of employment beyond scheduled retirement dates are forwarded to the Director for approval. Normally, these requests are for substantial periods of time and the documentation submitted to the Director includes a precise statement of the duration of the extension and the new effective date. There are, however, certain cases which do not appear to warrant the documentation and compliance with procedures normally associated with the handling of extension requests. Yet because the cases require an adjustment of scheduled retirement dates, these must be prepared for submission to the Director even though relatively short periods of time are involved. Examples follow:
 - a. Under current retirement policy, employees covered by the Civil Service Retirement Act are required to retire at age 60 if they have 20 years of service or age 62 if they have at least five years of service. The exact date of retirement could fall in the middle of a week or pay period and for administrative reasons, it is more orderly to effect retirement at the end of the week or pay period.
 - b. Under retirement procedures odd days are dropped and are not used in computing an employee's retirement annuity. By permitting the employee to remain on duty for enough additional days to round out a full month, his annuity will be improved by an additional month's service. There have been actual instances where employees needed only a few extra days in order to obtain an additional month's creditable service.
 - c. In the pre-retirement counseling of a prospective retiree, he is informed that he will receive, after retirement, a lump-sum payment of his unused annual leave ceiling maximum. If our review of the employee's leave record discloses that he will have some excess annual leave which will not be included in the lump-sum terminal leave payment,

the employee is advised to make arrangements to use the excess leave if he does not wish to lose it. Occasionally, the employee is unable to take the necessary leave. When this results because of duty requirements, it seems appropriate to consider extending his retirement date to permit him to use the excess leave.

3. From a technical standpoint, each of the examples noted above and other similar situations require the submission of extension requests to the Director. Normally not more than 60 days is involved, and the cases could be resolved if an appropriate delegation of authority were made authorizing the Director of Personnel to approve retirement extensions up to 60 days.

4. It is recommended, therefore, that the Director of Personnel be authorized to approve requests for extensions of scheduled or mandatory retirement dates for periods not to exceed 60 days.

/s/ Robert S. Wattles
Robert S. Wattles
Director of Personnel

Concur: s/ Lawrence R. Houston
General Counsel

2 MAY 1968

Date

*These requests will be processed normally through the Retirement Board.
Concur: * s/ Richard Helms
Deputy Director for Support

31 MAY 1968

Date

The recommendation contained in paragraph 4 is approved:

/s/ Richard Helms
Director of Central Intelligence

5 JUN 1968

Date

Distribution:

0 - Return to D/Pers

ADMINISTRATIVE — INTERNAL USE ONLY

1 - ER

1 - OGC

1 - DDS

1 - D/Pers

2 - DDS

DD/Pers/SP

OP/BSD/

Approved For Release 2002/08/21 : CIA-RDP80B01676R001600200003-2

(24 May 1968)

STAT

SENDER WILL CHECK GROUP
Approved For Release 2002/08/21 : CIA RDP80B0167GR001600200003-2
CLASSIFIED CONFIDENTIAL SECRET

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	General Counsel 7D-01 HQ	27 May	
2	Deputy Director for Support 7D-18 HQ	31 May	
3	Executive Director-Comptroller 7E-12 HQ	5 Jun	
4	Director of Central Intelligence 7E-12 HQ	5 Jun Approved	
5			
6	Director of Personnel 5E-56 HQ		
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks: This authority should be
used sparingly and with
great care.
[Signature]

FOLD HERE TO RETURN TO SENDER		
FROM: NAME, ADDRESS AND PHONE NO.	DATE	
Director of Personnel 5E-56 HQ	27 MAY 1968	
UNCLASSIFIED	CONFIDENTIAL	
Approved For Release 2002/08/21 : CIA RDP80B0167GR001600200003-2		
FORM NO. 2-61 237 Use previous editions	(40)	

STAT

STAT

STAT